



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

20 August 2025

DIVISION MEMORANDUM
No. **564** s. 2025

**THIRD DIVISION MANAGEMENT COMMITTEE (MANCOM)
MEETING FOR 2025**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Private and Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Relative to DepEd Order No. 9, s. 2021, Institutionalization of Quality Management System in the Department of Education, this Office announces the conduct of Management Committee (MANCOM) Meeting to be held on **August 22, 2025, from 8:00 a.m. to 5:00 p.m. at Queen Margaret Hotel, Lucena City.**
2. The objectives of this activity are:
 - a. discuss issues and concerns on the school operations and management;
 - b. provide relevant updates concerning DepEd priorities and program; and
 - c. appreciate the importance of regular conduct of MANCOM.
3. Participants in this activity are all public and private School Heads, Chief Education Supervisors, Unit/Section Heads, Education Program Supervisors, Senior Education Program Specialists and select SDO Personnel.
4. A registration fee of P630.00 per school participant shall be collected, chargeable against local funds to cover meals (a.m. snacks, lunch and p.m. snacks). Likewise, expenses of SDO personnel shall be charged to Division MOOE, subject to existing accounting rules and procedures.
5. Attached are the Enclosure 1 List of Participants and Enclosure 2 Program of Activities for your reference.
6. Immediate dissemination of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:


EDWIN R. RODRIGUEZ
Chief Education Supervisor- CID
Officer-in-Charge

Encl.: As stated
Reference: DepEd Order No. 9, s. 2021
To be indicated in the Perpetual Index
under the following subjects:

MEETING
QUALITY MANAGEMENT SYSTEM

OSDS – third division management committee (mancom) meeting for 2025
SDSF18QQ-000630/August 20, 2025

Enclosure I

List of Participants – SDO Personnel

No.	Name	Position/Designation	Office/ School
1	Celedonio B. Balderas Jr.	Schools Division Superintendent	OSDS
2	Herbert D. Perez	Assistant Schools Division Superintendent	OSDS
3	Edwin R. Rodriguez	Chief Education Supervisor - CID	CID
4	Imelda C. Raymundo	Chief Education Supervisor - SGOD	SGOD
5	Conrado C. Gabarda	Administrative Officer V	OSDS
6	Maria Corazon A. Borbon	EPS-SGOD	SGOD
7	Edna E. Eclavea	Librarian II	CID
8	Luzviminda Cynthia Richelle F. Quintero	EPS-English	CID
9	Jerome A. Chavez	EPS-Mathematics	CID
10	Michael Leonard D. Lubiano	EPS-Science	CID
11	Joseph Jay U. Aureada	EPS-ESP	CID
12	Louie L. Fulleo	EPS-TLE	CID
13	Mildred Z. Galleno	EPS- Kinder/ SNED/ ALS	CID
14	Generosa F. Zubieta	EPS-LRMDS	CID
15	Sherwin C. Quesea	EPS- MAPEH	CID
16	Mikael Sandino T. Andrey	EPS- Araling Panlipunan	CID
17	Ariel C. Cabuyao	Project Development Officer II	SGOD
18	Montano L. Agudilla Jr.	SEPS SMME	SGOD
19	Marife R. Lagar	Planning Officer III	SGOD
20	La Trisha R. Dalit	EPS II	SGOD
21	Jaypee A. Escobar	Technical Assistant III (Engineer II)	SGOD
22	Luzviminda E. Saldares	SEPS HRD	SGOD
23	Jeanette M. Buera	Administrative Officer IV/ Records Officer II	OSDS
24	Agnes M. Luzadas	Accountant III	OSDS
25	Benjamin A. Millares	Budget Officer III	OSDS
26	Dianah G. Tan	Cashier III	OSDS
27	Joyce Anne P. Limbo	Supply Officer	OSDS

28	Mark Bryan F. Valencia	Information Technology Officer	OSDS
29	Grasiela L. Hernandez	Human Resource Management Officer II	OSDS
30	Jennelyn M. Mirandilla	OIC-Procurement	OSDS
31	Armeen Krystel F. Zubieta	Administrative Assistant III	OSDS
32	Adrian R. Aguirre	Administrative Officer II	CID

List of Participants – School Heads

No.	Name of School Head	Designation	Name of School
1	Lorynel C. De Sagun	Head Teacher III	Alsam IS
2	Lilibeth B. Vargas	Teacher III/ Officer-In-Charge	Busal IS
3	Juanito D. Domirez	Administrative Officer II	Domoit ES
4	Teresa E. Andaya	School Principal II	East Palale ES
5	Emelia R. Eclarin	Assistant School Principal II/ Officer-In-Charge	Eugenio Francia IS
6	Roderick O. Hugo	School Principal III	Froilan E. Lopez ES
7	Jobelle L. Maningas	PDO I	Gibanga ES
8	Michael M. Safred	School Principal I	Ilasan IS
9	Beatrice B. Salazar	Administrative Officer II	Ipilan-Alitao ES
10	Honesto P. Caagbay Jr.	School Principal I	Calumpang ES
11	Ronald O. Hugo	Master Teacher I/ Officer-in-Charge	Katigan-Alupay ES
12	Larvin O. Labrada	School Principal I	Lakawan ES
13	Regicelle D. Cabaysa	School Principal I	Lalo ES
14	Wenefredo B. Baylango	School Principal I	Lawigue ES
15	Elpidia C. Palayan	School Principal II	Malao-A/Calantas ES
16	Arlene D. Pagana	Teacher III/ Officer-in-Charge	Masin ES
17	Evelyn R. Palambiano	School Principal II	Mate IS
18	Joel N. Dela Cruz	Master Teacher I/ Officer-in-Charge	Mayuwi Community School
19	Rowena C. Oabel	Teacher III	North Palale ES
20	Democrito C. Cabile Jr.	School Principal I	Pandakake IS
21	Dennis O. Labita	School Principal III	Potol ES
22	Ingrid A. Palad	School Principal II	South Palale ES
23	Ronan R. Ranillo	School Principal III	Tayabas East CS
24	Esmeralda J. Quesea	Master Teacher II	Tayabas West CS I
25	Marissa R. Capistrano	Master Teacher I	Tayabas West CS II

26	Natalia Andaya	School Principal II	Tayabas West CS III
27	Julieta M. Labita	School Principal I	Tayabas West CS IV
28	Reniel N. Cabuyao	Teacher III/ Officer-in-Charge	Valencia ES
29	Rowena O. Sabiduria	School Principal I	Cipriano J. Querubin ES (Wakas ES)
30	Corazon M. Oabel	School Principal II	West Palale ES
31	Cherry G. Hugo	School Principal II	Buenaventura Alandy National High School
32	Mary Grace M. Cabili	School Principal II	Dapdap Integrated School
33	Gener C. Delos Reyes	School Principal IV	Luis Palad Integrated High School
34	Rempson P. Sumilang	Assistant School Principal II/ Officer-in-Charge	Rosario Quesada Integrated National High School
35	Joy B. Go	School Principal IV	West Palale National High School
36	Adrian N. Naynes	Head Teacher I	Talolong Integrated School
37	Salve Sicochan	School Head	Philippine Valor Mission School Inc.
38	Maria Aurora Santos	School Head	Metro Lucena Integrated Learning Center

Enclosure II

PROGRAM OF ACTIVITIES

**THIRD DIVISION MANAGEMENT COMMITTEE (MANCOM)
MEETING FOR 2025**

Registration (8:00a.m. – 8:30a.m.)	
Program Preliminaries (8:30a.m. – 9:00a.m.)	
Nationalistic Song Prayer CALABARZON March Tayabas Hymn DepEd Quality Policy	AVP
Call to Order	CELEDONIO B. BALDERAS JR Schools Division Superintendent
Roll Call of Participants	GRASIELA L. HERNANDEZ HRMO II
Declaration of Quorum	CELEDONIO B. BALDERAS JR Schools Division Superintendent
Presentation of the Provisional Agenda	HERBERT D. PEREZ Assistant Schools Division Superintendent
Minutes of the Previous ManCom meeting	MARIA CORAZON A. BORBON Education Program Supervisor- SGOD
MANCOM PROPER	
CID Concerns	EDWIN R. RODRIGUEZ Chief Education Supervisor – CID
SGOD Concerns	IMELDA C. RAYMUNDO Chief Education Supervisor - SGOD
Budget and Finance Concerns	BENJAMIN A. MILLARES Administrative Officer V/Budget Officer III AGNES M. LUZADAS Accountant III
Administrative Concerns	CONRADO C. GABARDA Administrative Officer V
Other Related Issues and Concerns	HERBERT D. PEREZ Assistant Schools Division Superintendent
SDS Time	CELEDONIO B. BALDERAS JR Schools Division Superintendent
Open Forum	
Motion of Adjournment	
Adjournment	